

### **Garrett Park Town Hall Use Permit**

10814 Kenilworth Avenue Garrett Park, MD 20896

| Name/Organization:                                       |   |  |                                     |
|--|---|--|-------------------------------------|
| Address:   |   | P  | .O. Box:                            |
| Phone H:   | W:  | C: _                                       |                                     |
| Email:   | Fax: _  |  |                                     |
| The party named above                                    | Fax:Fax:Fax:Fax:  | es of the Garrett Park                     | Town Hall                           |
| for the period specified:                                | Date:/  | Time:                                      |                                     |
| Event:   |   | Estimated Atten                            | ndance:                             |
|  | d Rental/Alcohol/Piano Fees:  (Separate fee and check   |  | Received:                           |
| portion of the hall or to i<br>deposit and may result in | to leave the Town Hall as clea<br>ts contents will result in partia<br>a additional financial compensa-<br>r security deposit refund upon | l or complete loss of ation to The Town of | the renter's security Garrett Park. |
| NO   | ΓΕ: Montgomery County Fi<br>of the Town Hall to <u>75</u> μ   |  | ccupancy                            |
| form.  | ns for Town Hall Use printed  |  | uent pages of this                  |

Please return documents and checks to: Elizabeth Henley, Town Hall Manager Town of Garrett Park, P.O. Box 84 **4600** Waverly Avenue Garrett Park, MD 20896-0084

**Garrett Park Town Hall Fee Schedule** 

- A. **\$600** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town).
- B. \$300 Garrett Park Estates/White Flint Park residents
- C. \$125 Garrett Park residents using the Hall for private events.
- D. \$125 / \$300 /\$600 The Security deposit is equal to your rental fee
- E. **No charge**: Garrett Park Citizens Association, Garrett Park Women's Club, and community activities sponsored by either organization; memorial services for Garrett Park residents and their families; other Town exempt groups.
- F. Classes: \$35 (Garrett Park resident teacher) \$50 (Nonresident teacher)

  \_\_\_\_\_RENTAL FEE \$\_\_\_\_\_

  \_\_\_\_LIQUOR PERMIT \$50 (No alcoholic beverages may be SOLD on the premises)

  \_\_\_\_\_PIANO FEE \$50

  \_\_\_\_\_SECURITY DEPOSIT \$125 /\$300/ \$600

#### **Rental Cancellation Policy**

| Cancellations        | Town Residents         | Non Residents<br>reduced fee | Non Residents      |
|----------------------|------------------------|------------------------------|--------------------|
| Received 21 or more  |                        |                              |                    |
| days prior           | Full Refund            | Full Refund                  | Full Refund        |
| Received 3-20 days   | \$65 Cancellation Fee  | \$150 Cancellation           | \$300 Cancellation |
| prior                |                        | Fee                          | Fee                |
| Received less than 3 | \$125 Cancellation Fee | \$200 Cancellation           | \$450 Cancellation |
| days prior           |                        | Fee                          | Fee                |
|                      |                        |                              |                    |

#### **Conditions for Town Hall Use**

In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and or failure to leave the Hall as clean and tidy as you found it will result in partial or full loss of your security deposit. In some cases, circumstances may require additional fee compensation. Cleanup must be completed by the culmination of your event.

- 1. Put all refuse resulting from use of the Town Hall into the provided plastic trash bags and place in the barrels outside to the right of the kitchen door. The town also provides blue bins for recyclable glass, bottles, plastic and cans also located outside near the kitchen door.
- 2. **Bathrooms must be left clean** and all bathroom trash bags placed in the trashcans outside.
- 3. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
- 4. Activities in the Town Hall will be concluded by 10:30 pm; cleanup must be complete and the Town Hall and grounds cleared by 11:00 pm.

| 5. | No electronically amplified musical instruments may be operated except by special |
|----|---|
|    | permission of the Town Hall Manager or the Town Manager.                          |

| Granted by | <u> </u> | Date |
|------------|----------|------|
| •          |          |      |

- 6. **Alcoholic beverages** *may not be sold*, and served only if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
- 7. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors, or panels.
- 8. Carpet and benches removal is prohibited.
- 9. A variety of classes take place regularly in Town Hall. Renters are not permitted to use exercise, yoga, film or musical equipment located on the premises. Violation of this will result in fees withdrawn from your security deposit.
- 10. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE the Town Hall.** This includes birthday candles and Sterno. The kitchen is available for warming only.

Emergency Weekend/Evening contacts: Town Hall Manager: 917-628-6684

Mayor: 202-302-5747

#### **Town Office**



PO Box 84 4600 Waverly Avenue Garrett Park, MD 20896-0084

Tel: 301 933-7488 Fax: 301 933-8932 Email: managergene@garrettparkmd.gov

# **Town Hall Liquor Permit Application**

| DATE:   |              |         |
|---|--------------|---------|
| NAME/ORGANIZATION:                                  |              |         |
| ADDRESS:  |              | PO Box: |
| PHONE(s):   |              |         |
| TYPE OF EVENT:                                      |              |         |
| DATE(S) OF EVENT:                                   |              |         |
| SIGNATURE OF PERSON MAKING                          | APPLICATION: |         |
| PAYMENT (\$50) RECEIVED:/_<br>PERMISSION GRANTED:/_ |              |         |
| Elizabeth Henley, Town Hall Manager                 |              |         |

IT IS THE RESPONSIBILITY OF THE PERMITEE TO ENSURE NO ALCOHOLIC BEVERAGES ARE SERVED TO INDIVIDUALS UNDER AGE 21.

# **Town Hall Cleanup Checklist**

# **REMINDER:** No open flame inside or outside of Town Hall!

### Cleaning materials are located under the kitchen sink

|    | Tie securely and place <i>all</i> trash bags in barrels outside the kitchen door; be sure to lock the lids. Put clean trash bags in the indoor trashcans.                                  |
|----|--|
|    | Pour any remaining beverages in the kitchen sink or down the toilets before placing all glass, plastic bottles and cans in the recycling bins outside Town Hall. Recycle only clean paper! |
|    | Kitchen counters and sink must be wiped clean; the kitchen floor should be vacuumed.   |
|    | Remove, take away or place in trash any remaining food and beverages from the refrigerator and freezer unless you are leaving them for public consumption.                                 |
|    | Replenish empty paper towel holder. (Extra paper towels and toilet paper can be found in the base cabinet of the first bathroom upon front entry to the building.                          |
| Ba | athrooms:  |
|    | Sinks must be wiped clean; paper towels and toilet paper should be replenished in their holders.   |
|    | Tie trash securely and place in outdoor barrels; clean, white garbage bags should be put in bathroom trashcans.  |
|    | Bathroom floors vacuumed.  |
|    | Bathroom noors vacuumed.   |
|    | General:   |
|    |  |